

**MICHIGAN CIVIL SERVICE COMMISSION**  
**Public Meeting**  
**April 26, 2017**

**Present:** Janet McClelland, Chair  
James Barrett, Commissioner  
Jase Bolger, Commissioner  
Robert W. Swanson, Commissioner  
Janine M. Winters, State Personnel Director

**1. CALL TO ORDER**

The meeting of the Civil Service Commission (Commission) was opened by Vice-Chair McClelland at 10:08 a.m., in Conference Room A, Lower Level, Capitol Commons Center, 400 S. Pine Street, Lansing, Michigan.

**Approval of Minutes**

Vice-Chair McClelland requested a motion to approve the minutes of the December 14, 2016 meeting. On motion duly made and supported, the minutes of the December 14, 2016 meeting were approved.

**2. AMENDMENTS TO AGENDA**

There were no amendments to the agenda.

**3. INFORMATIONAL REPORTS**

**State Personnel Director's Report**

The Commission received the following report from the State Personnel Director.

Department of Environmental Quality

On December 20, 2016, a request was received to establish an unclassified position to serve as the Outreach Director. Concurrently, the position of Associate Director was abolished. The request was approved, effective January 1, 2017.

On December 21, 2016, a request was received to establish an unclassified position to serve as the Department Director's Chief of Staff. Concurrently, the position of the Economic & Strategic Initiatives Director was abolished. The request was approved, effective January 15, 2017.

On January 17, 2017, a request was received to establish an unclassified position to serve as the External Relations Chief of Staff. Concurrently, the position of the Policy & Legislative Affairs Director was abolished. The request was approved, effective January 15, 2017.

Department of Natural Resources

On January 18, 2017, a request was received to establish an unclassified position to serve as the Special Advisor for Communications. Concurrently, the position of the Outdoor Adventure Center Director was abolished. The request was approved, effective January 15, 2017.

On January 31, 2017, a request was received to establish an unclassified position to serve as the Legislative Liaison. Concurrently, the position of the Policy Advisor to the Director position was abolished. The request was approved, effective January 29, 2017.

On February 21, 2017, a request was received to establish an unclassified position to serve as the Special Advisor for Southeast Michigan. Concurrently, the position of the Public Information officer will be abolished. The request was approved, effective February 12, 2017.

#### Department of Attorney General

On December 28, 2017, a request was received to establish an unclassified position to serve as the Chief Deputy Director. Concurrently, the position of the Chief Legal Counsel was abolished. The request was approved, effective January 1, 2017.

#### Department of State Police

On March 30, 2017, a request was received to establish an unclassified position to serve as the Special Assistant to the Director. The request was approved, effective March 26, 2017.

### **Regulations**

Civil Service rules require that the director report to the commission on the promulgation of regulations to further implement the commission rules. Since the last report, the following regulations were promulgated:

#### **Reissuance of All Civil Service Regulations (effective January 1, 2017)**

SPDOC 16-06 reissued all regulations to (1) update out-of-date rule references, agency names, and contact information; (2) standardize formatting and citation conventions; and (3) correct typographical errors. The revisions also struck unnecessary rule references and definitions. These revisions did not include any material changes to the text of standards of any regulation. SPDOC 17-02 also issued a single document containing all currently promulgated regulations.

#### **Regulation 5.18, Complaints About Benefits (effective March 12, 2017)**

SPDOC 17-02 amended Regulation 5.18, Complaints About Benefits, by:

- Updating the table of third-party administrators to reflect current plans and TPAs.
- Updating language to direct LTD appeals to the Employee Benefits Division instead of the Office of the State Employer.
- Streamlining the appeal process by eliminating one of two levels of administrative appeal before final appeal to the commission.
- Clarifying the record to be considered in appeals.

## **4. UNFINISHED BUSINESS**

There was no unfinished business.

## **5. NEW BUSINESS**

### **A. Election of Officers**

On motion duly made and supported, Janet McClelland was unanimously elected chair.

On motion duly made and supported, Jim Barrett was unanimously elected vice-chair.

**B. Letters of Understanding (Interim Approval Granted) between OSE and AFSCME, MCO, and UAW**

Item 5.B includes six interim approval granted letters of understanding since the Commission's last meeting. They include LOUs on transfers and shift trading for the MCO; on an attendance incentive pilot program for AFSCME; and on overtime exceptions and apparel policies for the UAW.

On motion duly made and supported, Items 5.B.1 and 5.B.2, Letters of Understanding between OSE and MCO, were unanimously approved.

On motion duly made and supported, Item 5.B.3, Letter of Understanding between OSE and AFSCME, was unanimously approved.

On motion duly made and supported, Items 5.B.4, 5.B.5 and 5.B.6, Letters of Understanding between OSE and UAW, were unanimously approved.

**C. Minimum Compensation Increase (Interim Approval Granted)**

Item 5.C is the interim approval granted by the director with the consent of the chair to increase the minimum compensation for five classes with wage levels previously below the \$8.90 to which the state's minimum wage was increased effective January 1, 2017.

On motion duly made and supported, Item 5.C, Minimum Compensation Increase was unanimously approved.

**D. Amendments to Rule 5-6 (Interim Approval Granted)**

Item 5.D is proposed rule changes to authorize, effective October 1, 2017, pilot signing-and retention-bonus programs for Registered Nurse Managers. The concept was approved by the commission during last year's coordinated compensation plan process. Staff circulated proposed rule language to implement the program.

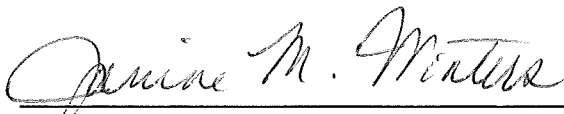
On motion duly made and supported, Item 5.D, Amendments to Rule 5-6, was unanimously approved.

**6. PUBLIC COMMENT**

**ADJOURNMENT**

There being no further items for Commission approval or public comments to be heard, Chair McClelland called for a motion to adjourn. On motion duly made and supported, the meeting was adjourned at 10:17 a.m.

I, Janine M. Winters, State Personnel Director, hereby certify that the foregoing are the Minutes of the Civil Service Commission meeting of April 26, 2017.

  
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Janine M. Winters  
State Personnel Director